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DIVISION TRAINING OFFICERS MEETING
8 July 1955

ATTENDANCE

CONFIDENTIAL

*CP
Allen
Rosen
Rudney
Helen J. Armm
file*

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1. Dependents Briefing. It was pointed out that, although attendance at the briefings is voluntary, Training Officers should encourage attendance by dependents. The necessary forms should be forwarded as soon as the employee's departure is ascertained. Training Officers should ensure that there is an effective system set up within their Division in order for them to identify the requirements for such briefings. All TO's and other personnel who have a need to know were invited to attend the 11-12 July briefing.

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[Redacted]

3. Registration Procedures. The following policy has now been established for carrying alternates for training courses. Approximately 10-15% of the total established course registration will be carried as alternates. For courses held at Hq. these alternates will be carried until the close of business Thursday before the course begins; for courses [Redacted] until the close of business Tuesday before the course begins. The Friday deadline for entering candidates and alternates in courses will continue to be in effect. No additional names may be submitted after the deadline except in very unusual cases. If a Division cancels an individual after the deadline for registration and has a name on the alternate list at that time, that person may be entered in the course.
4. Course in Economic Action. Deadline for submitting candidates for this course is 15 July. No registrations have been received.
5. Operations Support course. The Ops Support course is now in the process of being reorganized and is currently planned to begin 26 Sept. 1955.
6. Air Ops - 25 July. Enrollment is low and more candidates are needed in order to run the course.

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STAT
JOB NO. [Redacted] BOX NO. [Redacted] FLD NO. [Redacted] DOC NO. 8 NO CHANGE
IN CLASS/ DECLASSIFIED CLASS CHANGED TO: [Redacted] RET. JUST. 22
NEXT REV. DATE: 28 Nov 74
NO. PGS 1
REV CLASS C
CREATING DATE - ORG COMP 11 OCT 77
AUTH: HR 70-3

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